



# Bullying Policy for Funk's Learning Lab

## **Purpose:**

1. Establish a definition of bullying as it is understood by Funk's Learning Lab
2. Establish a means to report incidents of bullying
3. Establish a policy that requires school personnel to report, in a timely and responsive manner, incidents of bullying they witness or are aware of
4. Establish a plan for notifying students, parents, and staff of reports and resolutions related to bullying

## **What is Bullying?**

The Oklahoma School Security Act defines bullying behavior as:

“Harassment, intimidation, and bullying means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.”

“Threatening behavior means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.”

The Funk's Learning Lab community must work together to be aware of our definition of bullying and to understand and keep our students and families safe. Bullying as defined and understood by Funk's Learning Lab includes:

- **Imbalance of Power.** People who bully use their power to control or harm and the people being bullied may have a hard time defending themselves.
- **Intent to Cause Harm.** Actions done by accident are not bullying; the person bullying has a goal to cause harm
- **Repetition.** Incidents of bullying happen to the same person over and over by the same person or group

### **Communication of Bullying Policy:**

Parents are provided the handbook at the beginning of each year. Orientation of students is at the beginning of the 1st semester and beginning of the 2nd semester. New students receive a brief orientation upon enrollment.

### **Reporting Incidents of Bullying:**

Students, parents, and staff at Funk's Learning Lab must immediately report bullying incidents to school personnel. This can be done directly to the School Administration or responsible party using the [Bullying/Grievance Report Form](#). The form may be completed anonymously and returned to the administrator. If the administrator is unavailable, completed forms may be returned to the administrators mailbox. School personnel should share with the teacher/administration of repeated incidents.

Reported bullying incidents will be handled according to policy.

### **Investigation of Incidents of Bullying:**

School personnel must report the bullying incident to each parent of the students involved the same day. School Personnel will then complete the [Bullying Investigation Form](#). The procedure for investigating reported incidents of bullying is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication

as well as any identifying information such as email address or web address shall be provided to the building principal(s). As much detailed information as possible should be provided to the building principal(s) in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal(s) shall contact the school president and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal(s) or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated and bullying has occurred, the building principal(s) shall follow school policies regarding the discipline of the student(s).

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report, gossip, or hearsay. All reliable informational reports shall be made immediately to the building principal(s) by any school employee, student, or parent/guardian that would lead a reasonable person to suspect that a person is a target of bullying.

### **Resolutions of Investigations:**

Upon completion of an investigation:

1. Timely notification of non-confidential information shall be provided to the parents/guardians of a victim of documented and verified bullying. This information should be provided within 5 academic school days of the conclusion of the investigation.
2. Additionally, timely notification of non-confidential information shall also be provided to the perpetrator and parent/guardian of the documented or verified bullying. This information should be provided within 5 academic school days of the conclusion of the investigation.

The building principal(s) or school administrators may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section

1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.